

HEADTEACHER APPLICATION PACK

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<https://www.forestdale.croydon.sch.uk>



WELCOME TO OUR SCHOOL

Thank you for your interest in becoming the new Headteacher of Forestdale Primary School, leading a cohesive and stable senior management team, with supportive governors, a full complement and low turnover of staff.

We are proud to introduce you to our two-form entry primary school, which is a vibrant, diverse and aspirational setting for children and their families to thrive. Our children, staff, governors and wider community come together to make our school special with a broad and varied curriculum and extensive outdoor spaces that are creatively used to enrich learning opportunities.

We are excited about welcoming a new Headteacher to help us continue to inspire and support our whole school community to achieve everything they can. We are striving for external recognition where our school is Outstanding.

Our children are all different, all special and all achieving. They have been described by Ofsted as kind, polite and courteous and are drawn from a diverse outer London community based around 3 miles from Croydon town centre. Our children speak thirty nine different languages and come from a range of backgrounds.

We encourage all our children to develop a passion for life-long learning to reach their full potential irrespective of background and ability. We want our children to have high aspirations, embrace future opportunities and contribute meaningfully to society.

Our five core values, at the heart of everything we do, are embraced by everyone and make our school such a positive learning environment.

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If you are able to visit our school before applying to join us, a member of our governing board would be delighted to welcome you, or if a visit is not possible, talk to you about the school and the role.

We also invite you to look at our website, which gives just a flavour of our ethos and ambition. <https://www.forestdale.croydon.sch.uk>

HOW TO APPLY

Application closing date: Midday 11th April 2023

Shortlisting: 13th April 2023

Interviews will be held on 25th and 26th April 2023

Starting date: September 2023 or, exceptionally, January 2024

1. Please read this application pack carefully. This contains a job description and person specification, which lists the key competencies required for the role.
2. We are happy to welcome you to visit our school on 30th or 31st March 2023. To arrange a visit, or a telephone call with a governor, please contact Lisa Chick on lchick2.306@lgflmail.org. Please note that a visit or call is not part of the formal application or recruitment process.
3. We ask that you complete the attached application form, together with a written statement demonstrating how you meet the criteria of the person specification. CVs will not be accepted.
4. Completed applications should be sent by email to [fiona.evans@croydon.gov.uk](mailto:fiona.evans@croydon.gov.uk) and will be acknowledged as received.
5. Should you have any queries in relation to the application process, please contact Lisa Chick on lchick2.306@lgflmail.org.

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Forestdale Primary School follows a Safer Recruitment process. References will be sought for shortlisted candidates prior to the interview date. The successful candidate will be required to complete a DBS check.



JOB DESCRIPTION: HEADTEACHER

**DETAILS**

Key Stage: Early Years, Key stage 1, Key stage 2

Salary Range: Leadership Scale L19 – L24 (£72,542 - £80,718, Outer London Area)

Number on Roll: 415

Contract Type: Full-time, permanent

Reporting To: Governing board

**ROLE AND MAIN RESPONSIBIITIES**

The Headteacher will:

* Together with the governing board, develop and sustain the school’s ethos and strategic direction;
* Establish and oversee systems, processes and policies to enable the school to operate effectively;
* Identify barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suitable to the school’s context;
* Ensure that school improvement strategies are effectively implemented;
* Monitor progress towards achieving the school’s aims and objectives; and
* Allocate financial resources appropriately, efficiently and effectively.

**QUALITIES, SKILLS AND EXPERIENCE**

The Headteacher will:

* Be a highly capable, strategic thinker with a clear vision to lead the school to further success, with a proven track record for delivering positive outcomes;
* Share and positively promote our school values, demonstrating a commitment to high standards of teaching and learning;
* Possess an unrelenting focus to act in the best interests of the school’s pupils alongside maximising attainment, progress and achievement and ensure consistent and excellent learning opportunities for all children;
* Be approachable, supportive and passionate about the well-being of pupils and colleagues alike;
* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct;
* Build positive and respectful relationships across the school community;
* Be an enthusiastic, collaborative and innovative leader with the willingness to understand the team and achieve the best from them including the professional development of all colleagues;
* Have excellent communication skills, engaging openly and effectively with children, parents, staff and governor colleagues and other stakeholders; and
* Share and learn from best practice, including the use of appropriate research-based evidence.

**DUTIES AND RESPONSIBILITIES**

**Culture and Behaviour**

The Headteacher will:

* Create a culture where pupils experience a positive and enriching school life;
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life;
* Ensure a culture of staff professionalism;
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school;
* Use consistent, fair and respectful approaches to manage behaviour, in line with the school’s behaviour policy; and
* Engage effectively with parents, guardians and other members of the school community so as to promote common understanding of, and commitment to, the school’s aims.

**Teaching, Curriculum and Assessment**

The Headteacher will:

* Establish and sustain high-quality teaching across all subjects and phases, based on evidence and underpinned by subject expertise;
* Effectively use formative assessment to inform strategy and decisions;
* Ensure the teaching of a broad, structured and coherent curriculum which develops the whole child and sets high expectations to allow pupils to achieve their full potential;
* Establish curriculum leadership, including empowering subject leaders with relevant expertise and access to professional networks and communities;
* Ensure that the progress of pupils is monitored and recorded;
* Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read; and
* Implement effective strategies to allow pupils to develop an enthusiasm for life-long learning so that they can reach their full potential.

**Safeguarding:**

The Headteacher will:

* Share the governing board’s commitment to safeguarding and promoting the welfare of pupils;
* Ensure the safety and wellbeing of all pupils and staff through effective approaches to safeguarding;
* Provide a safe learning environment;
* Comply with the school’s health and safety requirements; and
* Determine and implement systems to ensure the pastoral care of pupils.

**Additional and Special Educational Needs (SEN) and Disabilities**

The Headteacher will:

* Promote a culture and practices that enables all pupils to effectively access the curriculum;
* Have ambitious expectations for all pupils with SEN and disabilities;
* Ensure that the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate; and
* Ensure that the school fulfils statutory obligations regarding the SEND Code of Practice.

**Managing the School**

The Headteacher will:

* Provide effective organisation and management of the school;
* Participate in the selection and appointment of teaching and non-teaching staff;
* Manage staff well, with due attention to workload;
* Ensure rigorous approaches to identifying, managing and mitigating risk;
* Prioritise and allocate financial resources appropriately to ensure efficiency, effectiveness and probity in the use of public funds;
* Effectively line manage the Deputy Headteacher, the Assistant Headteacher and the School Business Manager, ensuring they have SMART work and personal development objectives and are regularly appraised; and
* Lead and empower the School Business Manager to explore and exploit grants and other sources of additional funding as well as exploit the school's opportunities for lettings income to generate funds to enhance the curriculum offering.

**Professional Development**

The Headteacher will:

* Remain up to date with developments in education;
* Seek relevant training and continued professional development to meet needs; and
* Ensure that staff have access to appropriate, high quality professional development opportunities, including drawing from provision from beyond the school as well as within it.

**GOVERNANCE, ACCOUNTABILITY AND WORKING IN PARTNERSHIP**

The Headteacher will:

* Understand and welcome the role of effective governance, including accepting responsibility;
* Work with the Governing Board to develop and implement a strategic vision and plan which motivates all members of the school community and leads to high standards of achievement for pupils;
* Ensure that staff understand their professional responsibilities and are held to account;
* Ensure that the school operates effectively and efficiently within the required regulatory frameworks and meets all statutory duties;
* Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community;
* Work successfully with other schools and organisations; and
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Please note that this is not a comprehensive list of all tasks that the Headteacher will carry out. The Headteacher may be required to carry out other duties appropriate to the role.



PERSON SPECIFICATION

How these criteria will be assessed: A- application; I – interview; and T- task

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| **CRITERIA** | **QUALITIES/EXPERIENCE** | **How assessed** |
| **Qualifications and Training** | * Qualified teacher status. * Honours Degree or equivalent. * National Professional Qualification for Headship or appropriate academic and professional qualifications. | A  A  A |
| **Experience** | * Proven classroom teaching experience in EYFS and Key Stages 1 and 2. * Successful school leadership and management working effectively with a governing board. * Establishing policies and implementing procedures to monitor and evaluate their impact. * Successful recruitment, line-management and staff development, including reviewing performance of staff through appraisal and performance management systems. * Experience of a use of a range of evidence including performance data and external evaluations to improve aspects of school life and challenge poor performance. * Experience of designing and delivering a broad, structured and coherent curriculum, which includes innovative approaches to enrich the cultural experiences of all pupils. * Experience of working collaboratively with other education providers and the wider community to enrich the learning experience of pupils. | A  A/I  I  I  I/T  A/I  I |
| **Skills and Knowledge** | * Understanding of high-quality teaching, based on evidence, and the ability to model this for others and support others to improve. * Demonstrable experience of raising standards of achievement, including for pupils with SEN. * Vision and Strategy formation, communication, implementation and evaluation at leadership level. * Understanding of school finances, financial management and principles of best value. * Understanding of the Headteacher’s responsibilities for safeguarding, Child Protection and equality * Effective communication and interpersonal skills with staff, parents and carers. * Ability to motivate and develop staff to achieve excellent outcomes for pupils and to fulfil school objectives. * Ability to make difficult decisions in the interests of the whole school and follow them through. * Ability to solve problems and identify opportunities. * Ability to work in a demanding environment and prioritise effectively. * Ability to take responsibility for own professional development. | I  A/I    A/I  A/I/T    I/T  I/T  A/I  I  I  I/T  A |
| **Personal Qualities** | * Commitment to uphold the seven principles of public life (the Nolan principles) at all times. * Commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the school | I  I |